

STATE New Hampshire

## DESCRIPTION OF PROFESSIONAL MEDICAL PERSONNEL USED IN ADMINISTRATION OF MEDICAL PROGRAM

Assistant Director - The Office of Medical Services is under the supervision of a physician who is responsible for the direction of all activities in connection with the planning and administration of the health care and medical services provided under Title XIX. His responsibilities are outlined in the description of the function of the office itself as contained in Attachment 1.2-B.

Medicaid Management - The function of coordination of the professional medical services with the medical management information system is supervised by a physician responsible to the Assistant Director, Medical Services. The staff under his direction consists of one pharmacist, one registered nurse, and two medical service consultants. This staff is responsible for development and maintenance of all methods of utilization review for all non-institutional medical care and services. The physician administrator in this group serve as liaison with PSRO and/or other utilization review committees for non-institutional service; and supervises the prior authorization procedures required in determining eligibility for specific medical services requiring such authorization; participates in the development of policies relative to the provision of non-institutional medical services and recommends and supervises the maintenance of standards pertaining to the quality of such care.

Nursing and Hospital Care Utilization - The staff responsible for utilization and authorization review of all institutional medical services is headed by a physician with one registered nurse and one social worker under him. This unit is for the authorization and utilization review functions for all skilled and intermediate nursing care services. The physician is also responsible for utilization reviews of hospital care for all Medicaid recipients. This unit will work with the Division of Public Health in coordinating the nursing care services as they relate to the standards of facilities as well as the criteria determining the level of care required and will coordinate on sight medical audits and patient reviews of Title XIX patients with the Division of Health. This unit is responsible for at least annual on sight independent professional reviews for intermediate nursing patients.

Medical Services Eligibility - The staff performing these services consists of a physician and the Chief or Assistant Chief of Medical Social Services. This function consists of the determination of eligibility with respect to disability in the APID program and incapacity in the AFDC program. The physician and/or social worker is responsible for representing the Division on all matters of appeals related to the decisions with respect to disability or incapacity.

Medical Social Services - One professional social worker is responsible to the Assistant Director, Medical Services, for all activities concerned with the Medical Social Services aspects of the Medicaid program. A second professional social worker acts as the Assistant to the Chief of Medical Social Services. Their responsibilities include participation in the planning and development of policies related to the provision of medical care under the program; participating as needed in the area of staff training needs in cooperation with the Chief of Staff Development; providing social service consultation to the staff involved in Medicaid management, in Medical services eligibility and in the utilization and authorization of nursing and hospital care. The Chief of Medical Social Services acts as a liaison person with various health units of the Division of Public Health concerned in coordination of the Division of Public Health with the Division of Welfare under their agreement; the Assistant Chief serves as a member of the Medical Review Team in the decisions of eligibility with respect to disability and incapacity and provides leadership in the development

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of policies concerning the assisting of families and individuals in the proper utilization of medical services available under the program.

Health Care Claims Representative - One staff member is designated as the Health Care Claims Representative who is responsible for the exploration of all claims which may be involved with 3rd party liability due to any type of accidental or work-related injury. He is also responsible for advice and consultation to the district office staff regarding the development of reimbursement from private health insurance companies and signs all claims for refunds on Medicaid payments in which other insurance liability is determined to exceed. He is the liaison person with the Division of Labor, Workmen's Compensation Program, in the exploration of claims and liability in which the two agencies have a joint interest.

Clerk-Stenographers - There are five clerk-stenographers assigned to provide the stenographic and clerical support to various members of the professional staff.

Professional Consultants - A group of professional consultants serve on a part-time paid basis in review of cases, claims, and medical eligibility in matters relative to their specialties. These consultants consist of one ophthalmologist, one internal medicine, two pharmacists, one pediatric, and one psychiatrist. The New Hampshire Dental Service Corporation acts as the dental consultation agent to Medicaid program as well as fee collection agency, prior authorization source and claims evaluation and payment distribution agent for dental program. The Director of Dental Public Health, Division of Public Health is the consulting dentist to Medicaid program staff and acts as a liaison between Dental Service Corporation and Medicaid to insure full consideration of best interests of Medicaid program and recipients.

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